



Job Opportunity Bulletin

Office Assistant (Typing)

Tenure/Time Base: Permanent/Full Time
Work Hours: 8:00 am – 5:00 pm
Office/Location: CA Commission on Teacher Credentialing
Certification, Assignments & Waivers Division
1900 Capitol Avenue
Sacramento, CA 95814-4213
Salary: Range A \$2073 - \$2520/month
Range B \$2248 - \$2733/month
Final Filing Date: February 21, 2007 or until filled
Contact: Diane Lepley 322-0038

DUTIES:

Under the close supervision of the Office Services Supervisor III, in the Certification, Assignments and Waivers Division, the Office Assistant (Typing) performs the following:

- Receives and sorts all credential-related materials by type. Opens mail and assembles into standard format. Verifies that the amount of the check is appropriate to the transaction requested by the applicant.
- Key enters data into Credential Automated System (CASE) and ensures checks in each batch balances.
- Responsible for daily banking and balancing, daily report, general ledger and monthly banking report on a rotational basis.
- Stamping and batching applications of 40 on a weekly rotational basis.
- Back-up in the Document Mail Preparation Unit when needed and other related duties as required.

CONDITIONS OF EMPLOYMENT: Typing Certificate and Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Excellent interpersonal, organizational, analytical, research, and communication skills (both oral and written)
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Ability to lift at least 35 pounds.

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the above classification or who have list, transfer, or reinstatement eligibility to the Office Assistant (Typing) classification. The appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, to the above address, Attention: Gary Chapman. All applications must clearly indicate the basis of their eligibility (*i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include RPA No. 07-171. The applications will be screened and only the most qualified applicants will be invited for an interview.

<p><i>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p>
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